

**ORENCO GARDENS HOMEOWNERS' ASSOCIATION**

c/o Bluestone and Hockley Real Estate Services  
9320 SW Barbur Blvd #300 • Portland, OR 97219  
Phone: (503)222-3800 • Fax: (503) 222-6459  
<http://www.orencogardenshoa.org>

**EXCLUSIVE COMMON AREA AND FACILITIES  
USE AGREEMENT**

The Orenco Gardens Homeowner’s Association (HOA) offers to its members the exclusive use of the common areas and facilities for special events such as parties and receptions during the hours of 10:00 AM to 10:00 PM to the extent limited by the recorded public easement.

This agreement is made between Orenco Gardens HOA and the Owner or Tenant Resident (Member) with the owner’s written approval. Only Members 21 years of age or older may host an event. No public use or for-profit activities are to be held on Association property.

Member’s Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date & Time of Function: \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facility Requested: Gazebo \_\_\_\_\_ Picnic Pavilion \_\_\_\_\_

Conditions of this agreement follow:

1. The member agrees to submit a \$200 security deposit, which is fully refundable after the event, unless damage has been incurred or excessive cleanup is required as a result of the event. Further, the member agrees to be responsible for any damage that might exceed the \$200 deposit. A \$25.00 administrative fee will also be charged and should be submitted with the application. PLEASE DO NOT COMBINE THE SECURITY DEPOSIT AND THE ADMINISTRATIVE FEE IN THE SAME PAYMENT. The administration fee will not be refunded in the event of cancellation.
2. The Member agrees to supply an insurance certificate to the management office prior to the event, naming Orenco Gardens HOA and it’s agents as “Additional Insured” for the date of the event, including policy number and a minimum of \$300,000 in general liability coverage. (This certificate can usually be obtained through the homeowner’s insurance carrier.)
3. Prior to the event, a walk-through with the Community Manager and/or Board/Committee representatives will be conducted to note the condition of common areas and facilities. Member is wholly responsible to set up the meeting with management no less than 5 days prior to the event.
4. The Member agrees to clean up the premises after use. All trash must be picked up and disposed of properly in the Member’s own facilities. No trash or decorations are to remain on or around any common area or facility.
5. The member is responsible for informing and enforcing all community rules applying to the use of the common areas.
6. Decorations must be affixed in a non-intrusive method (i.e. – Tape or string) to prevent penetration of the wood or paint.

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By my signature below, I agree and will comply with all conditions for the exclusive use of the Orenco Gardens HOA common areas and facilities. I have also submitted and agree to the terms of the Liability Agreement and understand that the Association cannot be responsible for the actions of persons exerting their right to access the property during this event under the provisions of the recorded document granting pedestrian and bicycle public easement to common areas.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Print Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Non-Occupant Owner (if applicable): By my signature below, I approve my above tenants' application and agree to take responsibility for any damages and/or liability related to this event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Enjoy your event and thank you for your compliance

HOA Board of Directors' Use Only: Approved _____ Denied _____	
Approved/Reviewed by: _____	
Signature	Title
Date _____	
Approved/Reviewed by: _____	
Signature	Title
Date _____	